

Phoenix Program
Process Definition – Purchasing Module

Process	<i>PO Posting – Requisitions and Purchase Orders</i>
Process Number	<i>PO_013</i>

Description of Process

Posting

The Requisition Posting process updates the Actuals Ledger with Pre-Encumbrance information. The Purchase Order Posting process creates PO line accounting records for encumbrance posting.

Input to Process

Requisitions and Purchase Orders will routinely be executed through the posting process nightly in batch.

Output of Process

For requisitions, the posting process updates the Actuals Ledger with the Pre-Encumbrance. For Purchase Orders, the posting process updates the Actuals Ledger by reversing out the Pre-Encumbrance thereby turning it into an Encumbrance. This also creates PO line accounting records.

Service Level Agreement Required? (if yes, provide a brief description)

N/A

PeopleSoft Panel Groups being Used

Function	Panel Group
Requisition Items	Process - Post Requisitions
Manage Purchase Orders	Process - Post Purchase Orders

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Business Process Description

Process Description	Responsibility (Agency/Centralized)
<p><u>Requisitions</u></p> <p>Step 1 - When running the requisition posting process, this updates the Actuals Ledger with Pre-Encumbrance information. This process can be achieved by launching the “Post Requisitions” process online, however, you will probably want to run this process nightly in batch.</p> <ul style="list-style-type: none">▪ By running the BCM (Budget Checking Module) process, you are updating the Budget Ledger with pre-encumbrance information.▪ By running the Post Requisitions process you are updating the Actuals Ledger.	Agency
<p><u>Purchase Orders</u></p> <p>Step 2 - When running the PO posting process, this creates PO line accounting records for encumbrance posting (this process will reverse the pre-encumbrance created by the requisition). This updates the Actuals Ledger with Encumbrance information.</p>	Agency

Forms Used with Process (#)

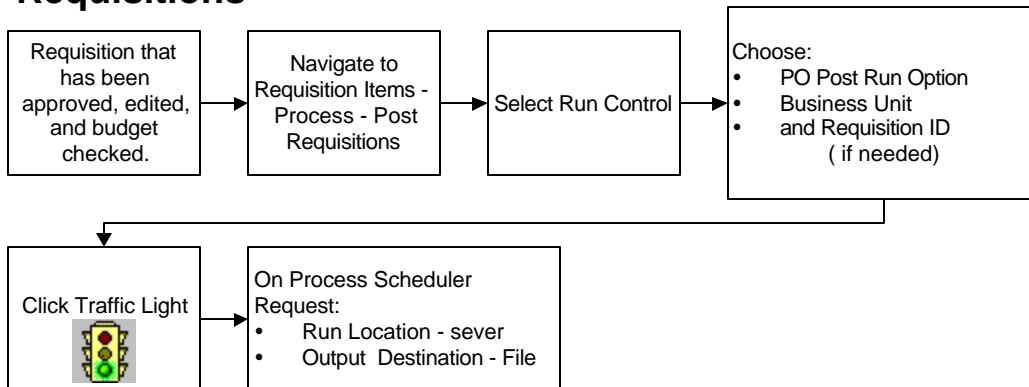
**Attach sample form(s) NONE

Phoenix Program

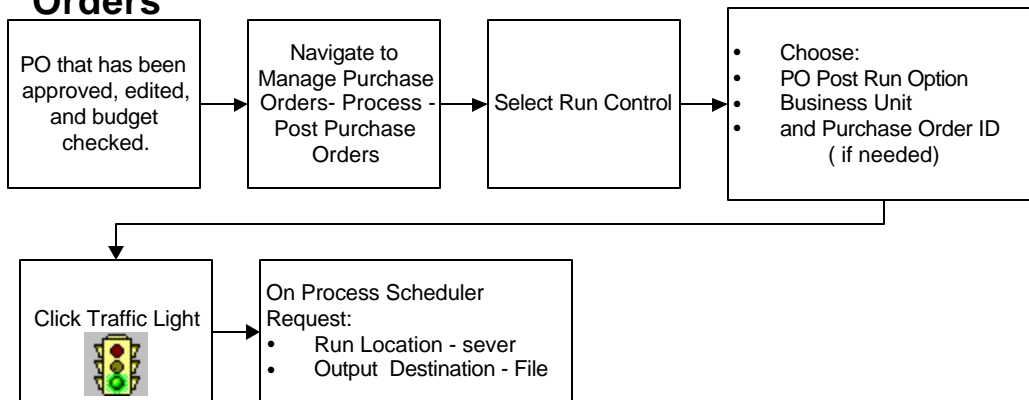
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Process Flow Diagram (if appropriate):

Requisitions



Purchase Orders



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APPROVAL FORM

<i>SIGNER</i>	<i>ROLE</i>	<i>DATE</i>
<i>Rick Housworth</i>	<i>DOAS Project Lead</i>	<i>3/1/99</i>
<i>Carol Bass</i>	<i>THG Project Lead</i>	<i>3/1/99</i>
<i>Kyle Morton</i>	<i>THG Functional Analyst</i>	<i>3/1/99</i>